



VA Veterans Onboarding Program

Welcome Message Sample Email

Supervisor to Onsite Sponsor

Dear [ONSITE SPONSOR],

On [DATE], [ORGANIZATION] will welcome a new Veteran hire, [NAME]. [He/she] will join our staff as [TITLE], supporting [PROJECT]. [Include most recent military/work experience, if applicable.]

As the nation's advocate for Veterans, VA looks to ensure that [NAME] transitions smoothly to [his/her] new position and the Department. Thanks to your experience and upbeat attitude, you have been selected to serve as [NAME]'s onsite sponsor and work with [him/her] during the first month of employment. You will:

- Welcome [NAME] on [his/her] first day.
- Introduce [him/her] to our staff.
- Provide basic information about our facility.
- Answer questions.

Begin reviewing the resources for onsite sponsors on the *VA for Vets* website [LINK] to prepare for [NAME]'s arrival. Complete each activity on the Onboarding Veterans and Military Service Members Checklist for Onsite Sponsors.

If you have any questions or would like to discuss how to welcome [NAME] on [his/her] first day, please let me know.

Best,

[SUPERVISOR]